

City of Cerritos

invites your interest in the position of

City Manager



Recruitment Services Provided by Ralph Andersen & Associates

A Unique Opportunity



Known for its outstanding quality of life, the City of Cerritos is seeking a dynamic and accomplished executive to become its new City Manager. The current City Manager, Art Gallucci, is retiring after serving the city for 51 years with 31 years in the role of City Manager. The City Council is looking for a candidate who would be a good fit for the community, a strong leader for City staff, and a successful partner with City Council. This top professional is expected to have exceptional leadership skills, effective interpersonal and communication skills, and a strong passion for public service. The selected City Manager will also need to have an inclusive management style combined with a hands-on approach to day-to-day operations. A thorough understanding of municipal finance, budgeting, community planning, and public works is of high importance to the City Council.

A strong candidate would be someone who thrives in an environment that has high expectations and demands high-quality work, has a collaborative approach, and is adept at applying best practices to managing municipal services.

In summary, the new City Manager will be charged with ensuring the organization continues to deliver excellent customer service and be responsive to an engaged and well-informed community, while working closely with a dynamic and forward-thinking City Council.

The Community

The City of Cerritos is located approximately 20 miles southeast of downtown Los Angeles along the border of Orange County. Beginning as an incorporated area known for its strawberry farms and dairy operations, the City transitioned into a more urban environment beginning in the late 1960s. In 1973 the City Council adopted a unique and innovative General Plan which has guided development within the City in a master planned fashion to create a park-like community with balanced development. Today the City is a progressive, affluent community with a highly educated and ethnically diverse population.



The City is home to over 50,000 residents and several large business organizations. Cerritos supports a robust commercial business environment that generates substantial amounts of sales tax revenue which, in turn, is utilized to support the City's varied operations.



While the central location of the City has spurred its growth, innovation and leadership have sustained it. The City has pioneered in many areas, including building America's first solar heated City Hall, undergrounding all utility lines and constructing a recycled water system to irrigate parks and street medians. The Cerritos Electric Utility provides clean, reliable and lower-cost electricity to businesses in the City.



Families are attracted to Cerritos by the outstanding ABC Unified School District and Cerritos College. The Cerritos Library is open seven days a week and offers museum-quality exhibits and a conference center. A total of 28 parks and recreation facilities in Cerritos, including the Cerritos Olympic Swim and Fitness Center and the City's Iron-Wood Nine Golf Course, provide residents with playing courts, athletic fields, picnic shelters, meeting rooms, and more. The Cerritos Senior Center at Pat Nixon Park offers a variety of special events, recreation, special interest classes, and human services to seniors, age 50 and older, including a daily hot lunch provided by the Human Services Association.



The Community *continued*

The Cerritos Sheriff's Station/Community Safety Center offers a full range of public safety services to residents 24-hours-a-day, seven-days-a-week. Cerritos has a very low crime rate compared to other areas in the region, making it a safe place to live and work. First-class performances are presented in the world-class Cerritos Center for the Performing Arts, a state-of-the-art facility that features an innovative flexible auditorium that houses multiple seating configurations.

Cerritos has a thriving and stable local economy and a business-friendly environment that offers ideal locations for companies in developments such as the Cerritos Auto Square, Cerritos Industrial Park, the Los Cerritos Center regional shopping mall and Cerritos Towne Center. All of the above, combined with beautifully maintained neighborhoods and carefully planned retail areas, make Cerritos an exciting and attractive place to live and work.

Cerritos is one of the premier residential communities in Los Angeles County and prides itself as an exceptional place to live, work, and raise a family.



The Organization

The City, incorporated in 1956 as a charter city under the laws of the State of California, and operates under a Council/Manager form of government. It's five elected City Councilmembers serve a four-year term, of which the Mayor is chosen annually by way of a majority vote of the City Council. As charter City employees, the City Manager, City Clerk/Treasurer and City Attorney are appointed by and serve at the pleasure of the City Council.

The City Manager serves as the chief administrative officer of the City and is responsible for managing the following departments:

Community and Safety Services

Responsible for providing the social, recreational, and public safety services of the City. The Department is divided into four operating divisions, which include the Office of the Director, Community Participation, Recreation Services, and Community Safety. The divisions provide direct staff services in the development and implementation of programs designed to enhance recreational and social opportunities in Cerritos and to provide for the security of Cerritos residents.

Community Development

Responsible for overseeing, administering, and implementing the City's planning, development, land use, business license, and building and safety programs. The Department incorporates the functions of several operating divisions which include the Office of the Director, the Advance Planning team, the Current Planning Team, and Geographic Information Services.

Public Works/Water & Power

Responsible for administering and implementing the Capital improvement Program, providing maintenance services to City facilities, and managing the Water & Power utilities. The Department consists of six major divisions which include Engineering, Environmental Services, General Maintenance, Parks and Trees, Water, and the Electric Utility.

Administrative Services

Responsible for coordinating the day-to-day activities of various internal operations and supplying specialized staff to all operating departments. The Department is divided into six operational divisions inclusive on nine cost control centers: Office of the Director, Communications, Finance, Water Billing, Human Resources, Support Services, Property Control, Management Information Services, and the Cerritos Library.

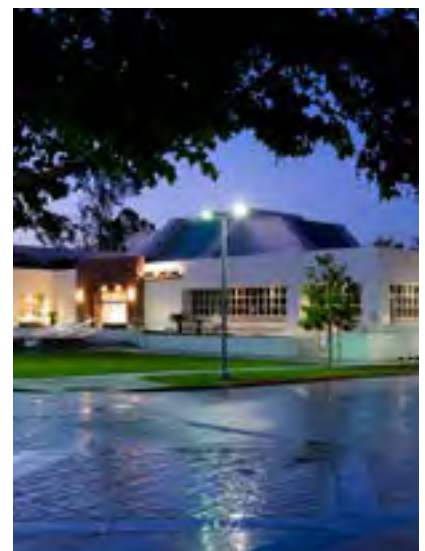
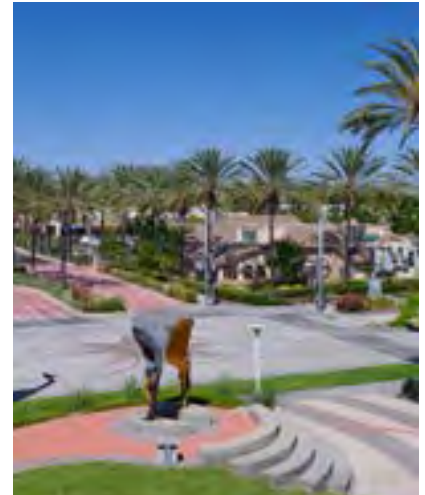
The Organization *continued*

Theater

Responsible for operating the Cerritos Center for the Performing Arts (CCPA), a City-owned facility designed to promote the enjoyment and cultural enrichment of the community through the performing arts. In an effort to enhance and enrich the social, educational, and cultural environment for the citizens of Cerritos, the Theater Department works to present a mix of professional performing arts events each season. Additionally, the Theater Department provides coordination and support for many local and regional community groups and organizations seeking to use the flexible and multi-purpose CCPA event facilities, which are available to the public.

A commitment to strategic planning and progressive, forward-thinking leadership combined with a tradition of careful fiscal leadership has helped place the City in a strong fiscal position. From this position of fiscal strength the City has been able to provide residents and businesses with outstanding infrastructure, facilities and programs, that have earned the City a reputation as an attractive place to live, work, and play.

The City's current staffing is comprised of 175 full-time employees and approximately 310 part-time employees. Law enforcement services for the City of Cerritos are provided by the Los Angeles County Sheriff's Department and the Los Angeles County Fire Department.



Total City budget FY 2022-23: \$136.0M

***General Fund budget FY 2022-23:
\$76.8M***

Total reserves FY 2022-23: \$73.1M

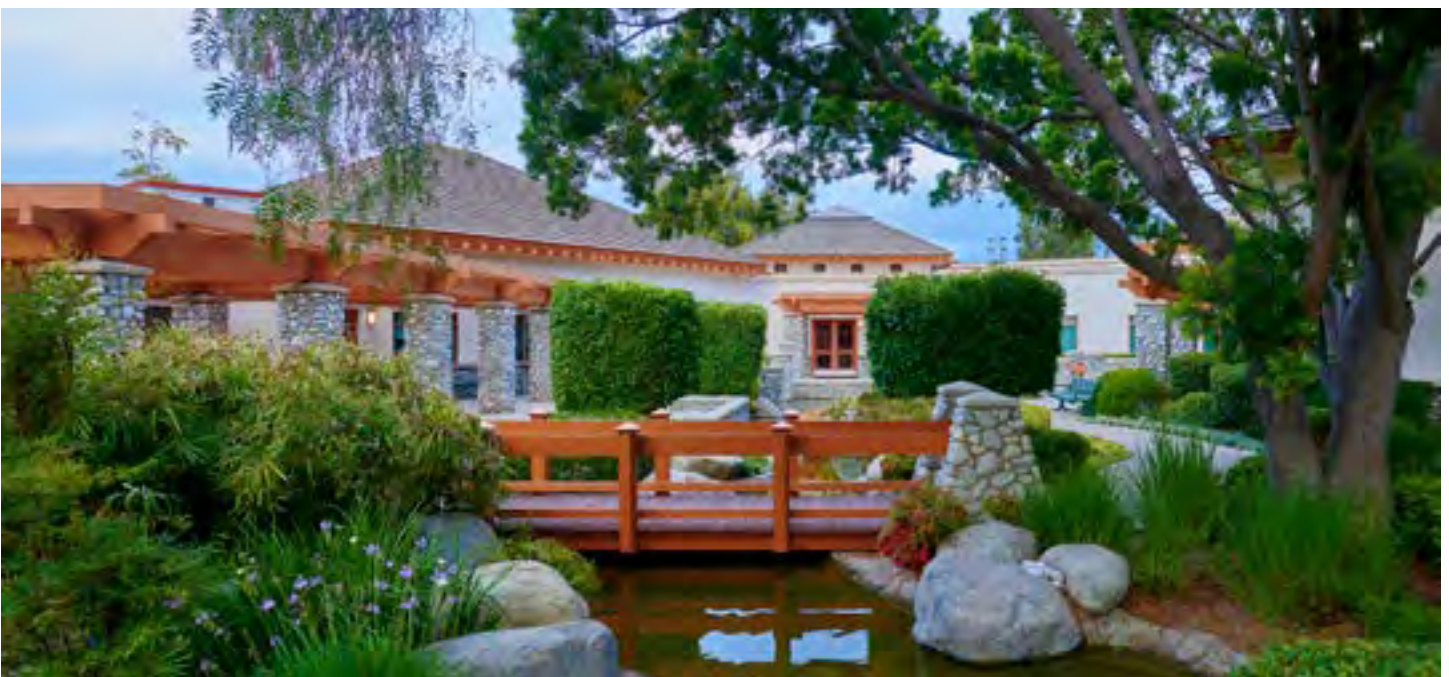
Total Businesses: 2,119

The Ideal Candidate



The City Council is seeking a strategic, experienced, and innovative manager to employ a team approach to proactively address issues that impact the community. The new City Manager will also embrace the culture of the organization and continue to promote the values held by the community for responsive and efficient delivery of services. Approachability, attention to detail, patience, responsiveness, and follow-through are absolutely key to success in this community.

The City Manager will need to effectively develop and propose initiatives and creative solutions for the City Council's consideration and adoption. The City Council desires a manager who enjoys working in the public sector and appreciates contributions from all sources within the organization as well as the engaged community. Additionally, the City Manager will be expected to foster an open dialogue and strong lines of communication with staff and City Council. Having a City Manager who is respectful, collaborative, inclusive, and professional is also very important to the City Council. The City Manager should have unquestioned personal integrity, honesty, and strong ethics.



The Ideal Candidate *continued*

The ideal candidate will also possess the following characteristics:

- Genuine concern and appreciation for preserving the quality of life presently enjoyed by residents of Cerritos;
- Results-driven approach to municipal finance, public safety, and all aspects of municipal service delivery;
- Appreciation for exceptional customer service, effective and efficient operations, transparency, service delivery that exceeds community expectations, and overall community access;
- Open and accessible style that promotes candid discussions among Staff, Council, and Commissions and encourages the review of options and alternatives for the City Council's consideration;
- Ability to provide leadership to both the City Council and staff with the ability to set goals and objectives, motivate others, and contribute effectively to their timely achievement and successful performance;
- Have unquestioned personal integrity, honesty, and impeccable ethics paired with excellent communication skills; and
- Comfortable with and proficient in using technology.

The new City Manager will provide strong leadership and be primarily involved in:

- Balancing an array of community needs including continuing the high-level of transparent, frequent, and open communications;
- Addressing ongoing infrastructure needs, service delivery, public safety, and overseeing overall enhancements through effective planning and community development;
- Establishing constructive relationships among the City Manager, staff, Council, commissions, and the community.
- Providing a collaborative approach with the City Council, department directors, and staff fostering an open dialogue;
- Involvement in civic, business, community-wide social gatherings, and inter-governmental activities on a local and regional basis;
- Decision-making that is committed to organizational effectiveness, fiscal accountability, and continuous improvement of a municipal organization;
- Promoting the use of technology and best practices in his/her approach to guiding and leading an organization; and
- Being comfortable in an environment that constantly strives for high quality work product, strategic planning, financial acumen, exceptional customer service, and timely responses to public inquiries.

Experience and Education

The full City Council will be actively involved with Ralph Andersen & Associates in the screening and evaluation of resumes to determine the appropriate match of professional experience and education.

Experience: Candidates should demonstrate successful performance and advancement through progressively responsible experience in administrative, managerial, and/or staff positions. Experience working with an engaged elected body and community is strongly desired. A typical way of obtaining the required qualifications is to possess ten (10) years of management or administrative experience in a public agency setting as a City Manager, Assistant City Manager, or in a related administrative/managerial capacity involving responsibility for planning, organization, budgeting, and implementation, including five (5) years of management or supervisory experience.

Education: Ideally, candidates will have a Master's degree or other advanced degree from an accredited college or university with major course work in planning, public or business administration, or a closely related field. Candidates are required to possess a Bachelor's degree with major coursework in public or business administration, public policy, finance, or a related field.

Compensation

The City Council is prepared to offer a highly competitive salary for the region consistent with recent practices; salary appointment will be made depending on qualifications and experience of the selected candidate. The City offers an excellent benefits package, which can be viewed by clicking [here](#).

A mutually agreeable employment agreement will be negotiated and may include relocation assistance for the selected candidate.

Further details can be obtained through discussions with Ralph Andersen & Associates.

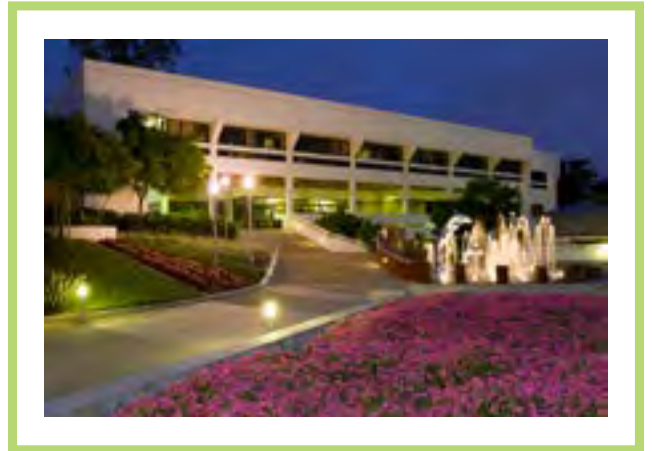
To Be Considered

Interested candidates should apply by submitting a compelling cover letter, comprehensive resume, and five professional references via email to apply@ralphandersen.com no later than **June 16, 2023**.

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

Confidential inquiries are welcomed and should be directed to Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of Cerritos is an equal opportunity employer. The City values diversity and encourages all qualified candidates to apply for consideration.



www.cerritos.us